

**Arizona's Alternate Assessments: AIMS A Science and NCSC ELA and Mathematics
2015 Test Security Agreement (District Test Coordinators)**

As Superintendent/Charter Representative or District Alternate Assessment Test Coordinator, I acknowledge that AIMS A Science and NCSC ELA and Mathematics are secure tests and agree to the following conditions of use to ensure the security of the tests.

1. I shall take necessary precautions to safeguard all test materials.
 - a. I shall sign an Arizona Alternate Assessments Test Security Agreement.
 - b. Access to test materials including the online multiple choice section is restricted. I shall not attempt to gain access to test materials beyond that which is granted to me by my school/district director or assigned designee, superintendent, or charter representative.
 - c. If test materials including student data sheets are distributed to me, I shall keep them under lock and key **except during actual test times**.
 - d. I shall not permit students to remove test material from the testing room except under the supervision of staff.
 - e. I shall not examine, read, or review the AIMS A Science test nor NCSC ELA and Mathematics tests.
 - i. I shall not disclose, nor allow to be disclosed, the content of the tests.
 - ii. I shall not discuss any test item at any time.
 - iii. I shall not examine, read, or review any student responses.
 - iv. I shall not report any students' answer choices based on previous experience outside the testing window.
 - f. I shall not use any test materials for instruction before or after test administration.
 - g. If test materials are distributed to me, I shall return all AIMS A test materials including student data sheets and/or NCSC secure testing materials including *Directions for Test Administration* to the district alternate assessment test coordinator immediately upon the completion of testing.
2. I understand that the district superintendent or charter representative will develop, distribute, and enforce disciplinary procedures for the violation of test security by staff.

Individuals who will distribute AIMS A Science and NCSC ELA and Mathematics tests to test administrators for 2015 must also agree to the following conditions to ensure the correct distribution of the tests.

3. I shall participate in training activities prior to distributing the tests to test administrators.
4. I shall review the *AIMS A Science 2015 Test Coordinator Manual* as well as, test coordinator guidelines for NCSC ELA and Mathematics tests prior to the administration of the tests.
5. I shall follow all instructions in the *AIMS A Science 2015 Test Coordinator Manual* as well as, test coordinator guidelines for NCSC ELA and Mathematics.

By signing my name to this document, I am assuring my district/charter and the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise, who will have access to the 2015 AIMS A Science test and NCSC ELA and Mathematics tests will also sign a Test Security Agreement.

Superintendent/Charter Representative Signature: _____

Printed Name: _____ Title: _____

District/Charter Alternate Assessment Test Coordinator Signature: _____

Printed Name: _____

Title: _____ District: _____ Entity Number _____